

**New Hampshire Department of Health and Human Services
New Hampshire Hospital**

REQUEST FOR PROPOSALS

**SEXUAL OFFENDER SERVICES
JULY 1, 2009 to JUNE 30, 2011**

I. PURPOSE OF THE REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) is to solicit responsive, competitive proposals from experienced, responsible, and financially sound organizations or individuals to provide sexual offender treatment for adults within the State of New Hampshire mental health system, consisting of New Hampshire Hospital Transitional Housing Services for the Mentally Ill (THS/MI), New Hampshire Hospital Acute Psychiatric Services (APS), individuals under civil commitment per RSA 135-C and Not Guilty by Reason of Insanity at the New Hampshire Department of Corrections Secure Psychiatric Unit (SPU), and, at the discretion of the Department of Health and Human Services Bureau of Behavioral Health (BBH), for those who are served by the New Hampshire Community Mental Health Centers. The services will include the following: (1) assessment/evaluation; (2) sex offender specific treatment; and (3) training and clinical supervision of staff. The treatment will need to adapt to a continuum of settings from the most restrictive to community residential placement facilities.

A contract will be awarded for the periods of July 1, 2009 through June 30, 2011 with the option, at the discretion of the State of New Hampshire, for a two-year renewal.

II. BACKGROUND INFORMATION

About New Hampshire Hospital

New Hampshire Hospital is located on a 100-acre campus in the Hugh Gallen State Office Complex, 36 Clinton Street, Concord, NH. It is a fully accredited public State operated psychiatric facility. New Hampshire Hospital has 230 licensed beds serving children, adult and elderly populations. The Hospital employs a staff of approximately 800 that provides all direct care, clinical, administrative and clerical support services. Length of stay varies from a few days to many years depending on severity of illness, legal status, and community capacity to provide continuing care. It is the only freestanding facility in the State serving this population.

About Transitional Housing Services

THS/MI is also located in the Hugh Gallen State Office Complex in Concord, NH, and serves a target population referred from APS in conjunction with the State's Community Mental Health Centers. THS/MI is designed to serve individuals who have both a severe and persistent mental illness, may have a history of inconsistent community tenure and current history of violent and/or high profile behavior. The program operates out of eight group homes located adjacent to residential neighborhoods in the City of Concord. The total capacity of THS is 49 residents.

About New Hampshire Department of Corrections Secure Psychiatric Unit

Located within the State Prison for Men at 281 North State Street, Concord, NH, the SPU is a 60 bed unit established in 1985 by state statute to house and treat a mixed population of severely mentally ill persons. The residents include mentally ill prison inmates, mentally ill jail inmates, criminal and civil committees.

The New Hampshire Department of Health and Human Services (NHDHHS) contracts for sex offender treatment at THS/MI, New Hampshire Hospital APS, and at the Department of Corrections SPU. The treatment consists of specific sex offenders group, social skills group, and individual treatment. There is an initial assessment and subsequent assessment/evaluation on an on-going basis. The contractor also provides training and clinical supervision to facility staff and consultation to the treatment teams of the individuals involved.

The goals of the NHDHHS in providing treatment for sex offenders who have a co-occurring mental illness is to:

1. Provide therapies specific to sex offending to enable individuals to gain skills necessary to assist them to control offending behavior.
2. Enhance the accessibility of sex offending treatment by expanding the services to other locals in the mental health system.
3. To provide treatment that is appropriate and adds to the safety of the community.
4. To assist, through training and clinical supervision, the facility staff to gain knowledge in the area of sex offender treatment.

III. DESCRIPTION OF SERVICES

It is expected that the successful bidder will address and perform the following task elements under the contract:

1. Contractor shall be accountable to the Director of THS/MI. Reporting requirements shall include, but not limited to, monthly written utilization reports, monthly invoices, monthly meeting, and other communications as appropriate.
2. The contractor shall provide all materials necessary to provide for the assessment, evaluation and treatment of persons participating in the treatment.
3. Contractor shall provide group and individual therapy, sex offender specific and social skills to persons in the identified settings. New Hampshire Hospital and the Department of Corrections shall provide meeting space. The contractor's treatment shall not supersede the requirements of the NH Department of Corrections prison Sexual Offender Treatment services for those adjudicated adults who might participate during their admission to the SPU for stabilization.
4. Contractor shall provide initial assessment/evaluation and all subsequent assessments/evaluations in accordance with current best practice standards.
5. The contractor shall document individuals' course of treatment, based on the standards of each location. Documentation of all assessments shall conform to industry standards currently in practice.

6. The contractor shall be required to comply with federal reporting regulations as well as the Health Insurance Portability and Accountability Act (HIPPA).
7. The contractor shall provide training and clinical supervision to professional staff assigned to co-facilitate the groups at the THS/MI, New Hampshire Hospital APS, and at the Department of Corrections SPU as requested.
8. The contractor shall provide consultation to treatment teams of participating individuals as requested.
9. At the discretion of the NHDHHS BBH, provide assessments only of persons being served by the New Hampshire Community Mental Health Centers.

The anticipated numbers for services per year are as follows:

Service	THS/MI	APS	SPU	BBH
Therapies:				
Individuals served (per year)	15-20	8-10	4-6	0
Groups (per week)	2	2	1	0
Family Therapy (per year)	5	3	0	0
Individual Therapy (per week)	2	2	1	0
Staff Training (per year)	8-12	4-6	3-4	0
Treatment Meetings (per year)	25-30	10-15	6-9	0
Chaperone training (per year)	5	3	0	0
Static/Actuarial Assessments	20-25	8-10	6-9	2-3
Plethysmography procedures	2	1	3	0
Polygraph Exam	10-15	2-3	4-6	0
Clinical/Risk Assessments	12-15	4-6	4-6	2-3

IV. **ELIGIBILITY**

Provider (s) of direct services shall demonstrate the ability to meet the following minimum requirements:

1. Shall be licensed or eligible for licensure by the New Hampshire Board of Mental Health Practice;
2. Shall have knowledge of best practice standards for the provision of sex offender treatment in all identified settings;
3. Shall have experience providing sex offender treatment in group and individual settings;
4. Shall have a minimum of thirty credit hours of continuing education within the last three years specific to the field of aberrant sexual behavior, sexually based crimes, risk assessment of sexual offenders, and the forensic aspects of violent sexual behavior; and
5. Shall meet requirements for appointment to the Medical Staff Organization of New Hampshire Hospital.

V. PROCUREMENT TIMETABLE

March 26, 2009	RFP packages are available by request and on DHHS website http://www.dhhs.nh.gov/DHHS/OBO/LIBRARY/RFP/default.htm
April 15, 2009	Proposals due to New Hampshire Hospital by 3:30 PM
April 22, 2009	Contractor selected and decision announced.
April 23, 2009	Contract documents sent by New Hampshire Hospital to Contractor for signature.
July 1, 2009	Effective date of contract, pending Governor and Council approval.

VI. PROPOSAL INSTRUCTIONS

A. Required Materials:

The following required materials should be submitted to the Hospital in order for a proposal to be complete:

1. Cover Page, including name, title, and phone number of the contact person, and title of the RFP 'Sexual Offender Services'.
2. Applicants shall indicate in a letter the willingness to perform all the listed services and to comply with the requirements for training and orientation at each of the three (3) sites.
3. A signed Curriculum Vitae (CV) listing education, licensure, training and employment that relate to the provision of sex offender treatment "Description of Services" in Section III for each person to provide services.
4. A written description of the proposed services at each of the identified locations for each service listed in Section X.
5. A work sample for each person to provide services, of a sexual offender evaluation that individuals performing evaluation activities have completed or an evaluation of a sex offender that includes a risk assessment.
6. A list of at least three (3) references of entities for which these individuals have performed similar services. Include the names, telephone numbers, dates of services, and a brief description of the services provided.
7. A completed "Budget Worksheet" (see Section X).
8. If an entity, provide a general organizational overview, including background, history, experience, number of employees and an organizational chart.

B. Proposal Timeline:

The original, typewritten proposal, plus 4 copies must be received (not postmarked) by 3:30 PM, on April 15, 2009. No extensions will be granted. Fax copies will not be accepted. New

Hampshire Hospital will in no way be responsible for delay in delivery caused by the United States Mail Service or other couriers or caused by any other occurrence.

Address proposals to: Dennis M. D'Ovidio, MSW
Director of Transitional Housing Services
New Hampshire Hospital
36 Clinton Street
Concord, NH 03301-3861

C. Proposal Review and Evaluation Criteria:

New Hampshire Hospital will conduct an objective review of applications received in response to this RFP process. The evaluation will be based on the demonstrated capabilities of the prospective contractor in relation to the needs of this project as set forth in this RFP. The merits of each proposal will be evaluated individually, according to the objective scoring criteria described below. New Hampshire Hospital reserves the right to accept or reject any proposal, and to waive any minor irregularities in the proposal.

1. Education/Training/Licensure of all individuals who shall be providing direct services (20 points)
2. Description of Treatment Methods and Modalities (20 points)
3. Related Work Experience and Work Sample (30 points)
4. References (10 points)
5. Cost (20 points)

VII. PROCEDURES FOR GRANT SELECTION AND NOTIFICATION

Notice of Selection Procedures

A letter of selection or non-selection notification will be sent to all applicants by April 23, 2009. The scope of services and budget for the proposed contract may be negotiated based upon the merit of the application as evaluated by the review panel, availability of funding, and conditions of the award. Failure of a selected applicant to satisfactorily negotiate within a reasonable time may result in the applicant forfeiting its award.

New Hampshire Hospital expects that each applicant will put forth a definitive cost proposal. New Hampshire Hospital, however, reserves the right to later seek a "BEST AND FINAL OFFER" from applicants submitting acceptable and/or potentially acceptable proposals. The "BEST AND FINAL OFFER" would provide the applicant the opportunity to amend their original proposal to better meet the objectives of the RFP. New Hampshire Hospital reserves the right whether or not to exercise this option.

Recommendation for Non-Selected Proposals

After the issuance of award letters, any applicant may request an opportunity to:

- a) Discuss with New Hampshire Hospital administrative staff the reasons for not being selected, and

- b) Receive recommendations that may make future proposals more effective.

Such requests shall be submitted in writing by April 30, 2009 to:

Dennis M. D'Ovidio, MSW
Director of Transitional Housing Services
New Hampshire Hospital
36 Clinton Street
Concord, NH 03301-3861

Such requests are not considered appeals. Selections are final. Once an applicant has submitted a letter, New Hampshire Hospital will attempt to accommodate such requests within a reasonable time.

Please direct questions about the proposal process to Dennis M. D'Ovidio, at (603) 271-5390 phone, (603) 271-5845 fax, or email to ddovidio@dhhs.state.nh.us

VIII. DOCUMENTS FOR CONTRACT APPROVAL

Upon selection, the selected Contractor will be required to submit the following documents for contract approval:

- Signed and notarized General Provisions (P-37) (form provided by New Hampshire Hospital);
- Signed and notarized Certificate of Vote (form provided by New Hampshire Hospital);
- Certificate of Good Standing;
- Proof of comprehensive general liability insurance; and
- Signed copies of additional assurances (Exhibits D, E, F, G, H, and I) (provided by New Hampshire Hospital).

Successful contract document completion will result in a contract becoming effective on July 1, 2009, or upon approval by the Governor and Executive Council of the State of New Hampshire, whichever is later. No services occurring before the effective date are reimbursable under the contract.

IX. ADDITIONAL INFORMATION

Amendments

New Hampshire Hospital has the option of amending contracts throughout the funding cycle based on contractor performance, fiscal expenditure, and other contract requirements. All amendments require approval by the Governor and Executive Council of the State of New Hampshire.

Renewals

The contract for July 1, 2009 - June 30, 2011 may be written with the possibility of renewal for two additional years, subject to availability of New Hampshire Hospital funding and priorities.

Cancellation

New Hampshire Hospital may, during the proposal review process, or at any time prior to the selection, cancel this request for proposals or reject all proposals, if New Hampshire Hospital determines that it is in its own best interest or the best interest of the State of New Hampshire to take such action. Notice of cancellation will be made to applicants or potential applicants as appropriate.

Insufficient Response

New Hampshire Hospital may, upon determining that no satisfactory proposals have been received for any particular service, decide to provide this service directly, negotiate with a successful applicant for a related service to include this particular service as part of the service package, or re-bid for this particular service.

Training

Special training specific to the rules of the Secure Psychiatric Unit and safety policies will be provided by the Security Lt. and the SPU Administrator in order to effect an appropriate orientation of the contractor with regard to institution safety and treatment planning. See Attachment I for Department of Corrections Administrative Rules and Rules of Conduct.

X. BUDGET WORKSHEET

Bidders shall provide costs for the services as stated below:

<u>Services</u>	<u>Cost per Hour or per Event</u>
Therapies:	
Individual	
Group (per group or per person)	
Family	
Training/Supervision	
Treatment Meetings	
Chaperone Training	
Static/Actuarial Assessment	
Plathysmograph (per procedure)	
Polygraph Exam (per procedure)	
Clinical/Risk Assessment	
Progress note and report writing	
Consultation	
Travel expenses	
Other expenses	

ATTACHMENT I

N.H. DEPARTMENT OF CORRECTIONS ADMINISTRATIVE RULES

COR 307 Items Considered Contraband. Contraband shall consist of:

- (a) Any substance or item whose possession is unlawful for the person or the general public possessing it including but not limited to:
 - (1) narcotics
 - (2) controlled drugs or
 - (3) automatic or concealed weapons possessed by those not licensed to have them.
- (b) Any firearm, simulated firearm, or device designed to propel or guide a projectile against a person, animal or target.
- (c) Any bullets, cartridges, projectiles or similar items designed to be projected against a person, animal or target.
- (d) Any explosive device, bomb, grenade, dynamite or dynamite cap or detonating device including primers, primer cord, explosive powder or similar items or simulations of these items.
- (e) Any drug item, whether medically prescribed or not, in excess of a one day supply or in such quantities that a person would suffer intoxication or illness if the entire available quantity were consumed alone or in combination with other available substances.
- (f) Any intoxicating beverage.
- (g) Sums of money or negotiable instruments in excess of \$100.00.
- (h) Lock-picking kits or tools or instruments on picking locks, making keys or obtaining surreptitious entry or exit
- (i) The following types of items in the possession of an individual who is not in a vehicle, but shall not be contraband stored in a secured vehicle:
 - (1) knives and knife-like weapons
 - (2) clubs and club-like weapons
 - (3) maps of the prison vicinity or sketches or drawings or pictorial representations of the facilities, its grounds or its vicinity
 - (4) pornography or pictures of visitors or prospective visitors undressed
 - (5) radios capable of monitoring or transmitting on the police band in the possession of other than law enforcement officials
 - (6) identification documents, licenses and credentials not in the possession of the person to whom properly issued.
 - (7) ropes, saws, grappling hooks, fishing line, masks, artificial beards or mustaches, cutting wheels or string rope or line impregnated with cutting material or similar items to facilitate escapes.
 - (8) balloons, condoms, false-bottomed containers or other containers which could facilitate transfer of contraband.

COR 307.02 Contraband on NHDOC grounds is prohibited. The possession, transport, introduction, use, sale or storage of contraband on the prison grounds without prior approval of the Commissioner of Corrections or his designee is prohibited under the provision of RSA 622:24 and RSA 622:25.

COR 307.03 Searches and Inspections Authorized.

- (a) Any person or property on state prison grounds shall be subject to search to discover contraband... Travel onto prison grounds shall constitute implied consent to search for contraband. In such cases where implied consent exists, the visitor will be given a choice of either consenting to the search or immediately leaving the prison grounds. Nothing in this rule however, prevents non-consensual searches in situations where probable cause exists to believe that the visitor is or had attempted to introduce contraband into the prison pursuant to the law of New Hampshire concerning search, seizure and arrest.
- (b) All motor vehicles parked on prison grounds shall be locked and have the keys removed. Custodial personnel shall check to insure that vehicles are locked and shall visually inspect the plain-view interior of the vehicles. Vehicles discovered unlocked shall be searched to insure that no contraband is present. Contraband discovered during searches shall be confiscated for evidence, as shall contraband discovered during plain-view inspections.
- (c) All persons entering the facilities to visit with residents or staff, or to perform services at the facilities or to tour the facilities shall be subject to having their persons checked... All items and clothing carried into the institution... shall be searched for contraband.

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Witness Name	Signature	Date

N.H. DEPARTMENT OF CORRECTIONS
RULES OF CONDUCT FOR PERSONS PROVIDING CONTRACT SERVICES

1. Engaging in any of the following activities with persons under departmental control is strictly prohibited:
 - a. Any contact, including correspondence, other than in the performance of your services for which you have been contracted.
 - b. Giving or selling of anything
 - c. Accepting or buying anything
2. Any person providing contract services who is found to be under the influence of intoxicants or drugs will be removed from facility grounds and barred from future entry to Department of Corrections property.
3. Possession of any item considered to be contraband as defined in the New Hampshire code of Administrative Rules, COR 307 is a violation of the rules and the laws of the State of New Hampshire and may result in legal action under RSA 622:24 or other statutes.
4. In the event of any emergency situation, i.e., fire, disturbance, etc., you will follow the instructions of the escorting staff or report immediately to the closest available staff.
5. All rules, regulations and policies of the Department are designed for the safety of the staff, visitors and residents, the security of the facility and an orderly flow of necessary movement and activities. If unsure of any policy and procedure, ask for assistance from a staff member before advancing any further.
6. Harassment and discrimination directed toward anyone based on sex, race, creed, color, national origin or age are illegal under federal and state laws and will not be tolerated in the work place. Maintenance of a discriminatory work environment is also prohibited. Everyone has a duty to observe the law and will be subject to removal for failing to do so.
7. During the performance of your services you are responsible to the facility administrator, and by your signature below, agree to abide by all the rules, regulations, policies and procedures of the Department of Corrections and the State of New Hampshire.

Name

Signature

Date

Witness Name

Signature

Date